



RULES ON THE USAGE OF UNIVERSITY VEHICLES AND RENTAL VEHICLES FOR UNIVERSITY BUSINESS

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RULES ON THE USAGE OF UNIVERSITY VEHICLES AND RENTAL VEHICLES FOR UNIVERSITY BUSINESS

Approved by University Management Committee on 25.03.2026

1 Background

The Rules on the usage of university vehicles and rental vehicles for university business (hereafter referred to as *the Rules*) is provided to ensure the safe, responsible and efficient transportation of staff and students.

2 Interpretation and application

2.1 These rules must be applied in a manner that is consistent with the:

- i. Higher Education Act 101 of 1997;
- ii. National Land Transport Act of 2009;
- iii. National Road Traffic Act 93 of 1996;
- iv. Statute of the North-West University;
- v. Occupational Health and Safety Policy;
- vi. Policy and Manual on Student Discipline;
- vii. Staff Behavioural Manual;
- viii. Schedule of Financial and Contractual authorisation levels;
- ix. Guidelines for subsistence and travelling; and
- x. Other university policies and rules relevant to the ambit of these rules.

2.2 The following definitions are relevant for these rules:

Terminology	Definition
Students	Refers to a person who has been admitted to the university and is registered for a programme leading to the attainment of a qualification, as contemplated in the Statute of the university.
Deviation from travel route or itinerary	In the context of these rules, a deviation from the declared travel route or itinerary refers to a material change in the declared route or destination that cannot be reasonably justified when compared to purpose of the university business for which the vehicle has been reserved.
Employee / staff	Refers to a person who is employed by the university on a permanent or temporary basis, as contemplated in the Statute and related policies of the university.
University business	Refers to university functions, services and processes. This includes university business related to teaching-learning, research, community engagement, student life, marketing and recruitment, and other functions performed by faculties and support departments.
Execution of your duties	Refers to tasks, actions and conduct of university staff or students done in pursuit of identifiable university business.
University vehicles	Refers to vehicles and related equipment that are under the control of NWU Fleet Services, department specific vehicles, and vehicles provided through the university appointed external vehicle rental service provider.
Working day	A workday specifically excludes weekends and public holidays but does not exclude workdays that form part of the recess periods of the University.

3 Amendment

These rules are the rules of the University Management Committee, maintained by the department of Residence, Catering and Fleet Services in the portfolio of DVC Operations, done in collaboration with Student Life and Safety, Health and Environment. These rules may be reviewed as required but must be reviewed at least once every three years.

4 Occupational Health and Safety

In accordance with the university's Occupational Health and Safety Policy, the department of Safety, Health and Environment (SHE) must provide relevant and practical measures that enable the NWU to meet its legal obligations pertaining to the occupational health and safety of staff and students. This may include the issuing of procedures, guidelines and standard operating procedures that guide the usage of university vehicles by staff and students, travel itineraries, crisis intervention, etc.

5 Requirements to access university vehicles

5.1 Guidelines and procedures managing travel related risk

As part of the measures provided by SHE, guidelines and procedures must be issued that assist staff and students in the safe usage of university vehicles. This can include guidance on risk assessments, travel times, emergency response intervention, and protocols in the event of accidents, etc.

5.2 University vehicles group categories

The following group categories of university vehicles are applicable to these rules:

Category	Description
Group A	Refers to vehicles with a gross vehicle mass not exceeding 3 500 kg, that can transport between 1-5 passengers (driver included). This includes the usage of a trailer with a gross weight of less than 750 kg. Examples of such vehicles include sedans, hatchbacks, bakkies, etc.
Group B	Refers to vehicles with a gross vehicle mass not exceeding 3 500kg, that can transport between 6-10 passengers (driver included). This includes the usage of a trailer with a gross weight of less than 750 kg. Examples of such vehicles can include people carriers, combis, etc.
Group C	Refers to vehicles with a gross vehicle mass exceeding 3 500kg, that can transport more than 10 persons, or a vehicle used to transport passengers for remuneration or fare, for example taxi services, busses, etc. A driver of Group C vehicle further requires a professional driving permit (PDP).
Group D	Vehicles transporting dangerous goods which can include but is not limited to any type of gas, flammable substances, medical and biological waste, etc.

5.3 Minimum requirements for usage of university vehicles

The following minimum requirements are provided for drivers and co-drivers of university vehicles:

Minimum requirement	Description
GROUP A VEHICLE	
Valid drivers' license or temporary drivers permit	<ol style="list-style-type: none">i. The driver must be in possession of a driver's license for at least a period of two (2) years from the date of the booking.ii. For drivers' licenses issued <u>outside</u> South Africa, said licenses must be recognised as a valid license in South Africa or the driver must be in possession of the relevant international drivers' permit.iii. Persons in possession of a learner drivers' permit may not drive university vehicles.
Clearly identifiable university business	The usage of a university vehicle must be linked to university business. University vehicles may therefore not be used for personal reasons or matters that fall outside the scope of university functions.
Faculty / support department approval	The usage of vehicles must be approved by the relevant line function in the faculty or support department that the user represents.

Minimum requirement	Description
GROUP B VEHICLE	
Valid drivers' license or temporary drivers permit	<ul style="list-style-type: none"> i. The driver must be in possession of a driver's license for at least a period of three (3) years from the date of the booking. ii. For drivers' licenses issued <u>outside</u> South Africa, said licenses must be recognised as a valid license in South Africa or the driver must be in possession of the relevant international drivers' permit. iii. Persons in possession of a learner drivers' permit may not drive university vehicles.
21 years or older	A driver of a university vehicle falling in Group B must at least have turned 21 by the date of the booking.
Clearly identifiable university business	The usage of a university vehicle must be linked to university business. University vehicles may therefore not be used for personal reasons or matters that fall outside the scope of university functions.
Faculty / support department approval	The usage of vehicles must be approved by the relevant line function in the faculty or support department that the user represents.
GROUP C VEHICLE	
Valid drivers' license or temporary drivers permit	<ul style="list-style-type: none"> i. The driver must be in possession of the driver's license for at least a period of three (3) years from the date of the booking. ii. For drivers' licenses issued <u>outside</u> South Africa, said license must be recognised as a valid license in South Africa or the driver must be in possession of the relevant international drivers' permit. iii. The driver must be in possession of a valid professional driving permit (PDP). iv. Persons in possession of a learner drivers' permit may not drive university vehicles.
21 years or older	A driver of a university vehicle falling in Group C must at least have turned 21 by the date of the booking.
Clearly identifiable university business	The usage of a university vehicle must be linked to university business. University vehicles may therefore not be used for personal reasons or matters that fall outside the scope of university functions.
Faculty / support department approval	The usage of vehicles must be approved by the relevant line function in the faculty or support department that the user represents.
Vetted driver's status	The driver of a Group C vehicle must be vetted by Fleet Services, prior to usage of the vehicle.
GROUP D VEHICLE	
No student may drive a vehicle forming part of Group D. Group D vehicles may only be driven by qualified staff, guided by legislation and OHS regulations.	

6 Rules on the usage of university vehicles

6.1 General rules

- 6.1.1 The department of Residence, Catering and Fleet Services must provide for the administrative processes relating to the booking and payment of university vehicles, which includes the processes prescribed by external vehicle rental companies used by the university.
- 6.1.2 The administrative processes must ensure the adherence of the booking and payment processes to these rules, as well as the financial and procurement processes of the university.
- 6.1.3 As part of the operational functioning of the department, the administrative processes may be amended from time to time by the Fleet Service department to ensure effective and efficient vehicle bookings, control and oversight.
- 6.1.4 As part of the booking process, the vehicle passenger list, destination and planned stops on-route must be made to Fleet Services.
- 6.1.5 Vehicle bookings may only be done by staff of the university.
- 6.1.6 In the event that a student is required to use a university vehicle as part of university business, a staff member of the faculty or department responsible for the relevant university business must make the booking on behalf of the student.
- 6.1.7 Staff may make bookings for university vehicles guided by the existing staff reporting lines and approval processes.
- 6.1.8 University vehicles may not be booked for or used by third parties not included to the definition of staff or student.

6.2 Specific rules relating to teaching, learning, research and community engagement

In addition to the provisions contemplated in paragraph 6.1 above, the following rules apply to students for university business relating to teaching, learning, research and community engagement linked to a faculty:

- 6.2.1 A student may submit a request for the usage of a university vehicle to the relevant faculty staff member, as determined by the faculty's internal approval and management arrangements.
- 6.2.2 Bookings for the usage of a university vehicles must be made by faculty staff, following the faculty's internal approval and management arrangements.
- 6.2.3 The faculty may as part of its internal approval and management arrangements reject a request for usage of a university vehicle and inform the requestor of said outcome.
- 6.2.4 The booking of university vehicles or transport of students forming part of the work-integrated component of the teaching, learning and research programme, must be done in accordance with these rules.

6.3 Specific rules relating to student life, the co-curricular programme and sport

In addition to the provisions contemplated in paragraph 6.1 above, the following rules apply to students for university business relating to Student Life, the co-curricular programme, and sport:

- 6.3.1 A student may submit a request for the usage of a university vehicle to the staff members indicated in the table below:

Co-curricular programme	Staff member
General Co-curricular programmes not articulated below	Relevant manager of coordinating department
Co-curricular programmes of the SRC	Senior Manager Student Communities, Leadership and Residence Life
Co-curricular programmes of the SCCs	Office of the Campus Director Student Life
Co-curricular programmes of house committees	Relevant house parent
Co-curricular programmes of other student leadership structures	Office of the Campus Director Student Life or appointed staff delegate

- 6.3.2 The relevant staff member indicated above may reject a request for usage of a university vehicle and inform the student of said outcome.
- 6.3.3 The staff members indicated above may provide additional control measures for the usage of university vehicles for co-curricular programmes and sport, which may include limitations on the usage of vehicles, issuing of qualified drivers, and permissible travel times, etc.
- 6.3.4 Where possible, drivers who have been vetted by Fleet Services or registered shuttle services should be used to transport students as part of the co-curricular programme and sport.
- 6.3.5 A full declaration of the purpose of the vehicle hire and event or programme must be provided upon submission of the booking.
- 6.3.6 Fleet services in collaboration with Student Life must conduct a process whereby professional drivers and shuttle services are vetted prior to transporting students (refer to paragraph 10 below).

7 Prohibited conduct

- 7.1 No university vehicle may be driven by a staff or student member not authorized to do so in terms of the booking made with Fleet Services or the appointed external vehicle rental service provider.
- 7.2 No person may drive a university vehicle under the influence of an intoxicating substance, which included liquor, alcohol and drugs.
- 7.3 A driver of a university vehicle may not deviate from the and route as declared to Fleet Services, except for instances where such a deviation is justifiable in terms of the OHS guidelines provided by SHE, or justifiable in relation to university business.
- 7.4 Drivers of university vehicles must adhere to the relevant legislation informing driver conduct, including traffic rules and speed limits.

- 7.5 A driver or co-driver of the vehicle indicated on the booking of the university vehicle may not hand-over the keys or usage of a university vehicle to persons not declared as drivers.
- 7.6 A driver of a university vehicle may not deviate from a destination or planned route for personal gain, including stops at other destinations that would not be reasonably justifiable within the scope of their line function.

8 Guidelines on travel

8.1 Traveling arrangement of management members

- 8.1.1 For the purposes of these rules, management members refer to staff appointments at a P1-P6 level.
- 8.1.2 In instances where management members are required to travel together, no more than three management members may travel in the same vehicle at the same time.
- 8.1.3 In an instance where the practical and logistical arrangements necessitate the travel of more than three management members in the same vehicle at the same time, the next-level line manager must approve the travel arrangements prior to departure.

8.2 Travel itineraries and routes

- 8.2.1 A full disclosure of the destination and planned enroute stop must be provided as part of the university vehicle booking process.
- 8.2.2 Drivers of university vehicles must, informed by the guidelines issued by SHE, ensure the selection of a route which is safe and secure, taking corrective action in identifying alternative route if required.
- 8.2.3 Managers and drivers must ensure that staff and students who travel with university vehicles have done proper planning relating to the travel itinerary and routes, aiming to avoid out-of-town travel between the hours 19:00-05:00 as far as reasonably possible.
- 8.2.4 In the event that out-of-town travel between the hours of 19:00-05:00 is unavoidable or is required due to unforeseen circumstances, drivers and co-drivers must take necessary and practical steps to ensure safe traveling at night.

9 Intervention

9.1 Non-compliance with rules and related procedures by staff

Non-compliance with these rules by staff must be addressed in terms of the staff behavioural manual of the university.

9.2 Non-compliance to rules and related procedures by students

Non-compliance with these rules by students must be addressed in accordance with the Policy and Manual on Student Discipline.

9.3 Traffic infringements and fines

- 9.3.1 The driver of a university vehicle remains liable for any fines or costs incurred due to traffic infringements originating from the driver's conduct.
- 9.3.2 Fleet Services is required to inform the driver, as well as the line manager or approving staff member, of the traffic fine or associated expense in writing, after which the driver is required to settle the fine within seven (7) working days.
- 9.3.3 Should a staff driver fail to settle the fine or incurred expense within 7 working days, Fleet Services must proceed to recover the costs from the driver of the department responsible for the booking of the vehicle.
- 9.3.4 After the occurrence of an instance contemplated in paragraph 9.3.3, it is the responsibility of the relevant department line manager to recover costs from the driver.
- 9.3.5 Should a student driver fail to settle the fine or incurred expense within 7 working days, Fleet Services must proceed to recover the costs from the student's student account.

9.4 Damages or loss of property due to negligence

In the event that the conduct of a driver, co-driver or passenger(s) results in a vehicle being damaged (scratches, dents, accidents, etc.), or parts thereof being lost (including keys, tyres, equipment, etc.), the related repair and replacement costs will be recovered from the responsible parties, in accordance with the process outlined in paragraph 9.3 above.

10 Register of professional drivers and shuttle service providers

- 10.1 Fleet services, in collaboration with Student Life, must maintain a list of drivers, bus services-, and shuttle service providers who have been vetted and approved to transport students.
 - 10.2 As part the vetting process, the aforementioned parties must provide proof of a valid:
 - i. Drivers' license;
 - ii. Permits for the transportation of persons (where relevant);
 - iii. Vehicle licenses (in the event of shuttle service providers);
 - iv. Roadworthy certificates for vehicles used to transport persons;
 - v. Public liability and third-party insurance coverage.
 - 10.3 Fleet Services must determine the administrative processes related to the vetting process, including the duration of a vetted status, future renewals, review of vetted service providers, and the revoking of a vetted status.
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